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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

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June 10, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42, II provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42, III states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #12481 Information Technology Manager III, Labor Grade 31, A000 to an Systems Development Specialist V , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist V, Labor Grade 28, A000, effective 5-28-15

Rationale for Decision:

- This reclassification is requested in order to address growing information technology needs, in-house technical development programs, and an expanded data offender management system at the Department of Corrections.
- As a Systems Development Specialist V, this position would work directly with the agency's management and business users in analyzing and supporting complex and critical applications, software, and database development needs.
- This position's proposed duties parallel those of other System Development Specialist V positions operating in similar capacities at DoIT, and at co-located state agency sites, and relate to the state class specification appropriately.

Funding Summary

1. This position is a 100 % general funds Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$99,571
Budgetary number/string01-03-03-030010-770800000-010
3. Anticipated date of hire is: 6/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$76,336
5. Total projected annual Salary and Benefit Cost:

Salary	\$54,035
Benefits	<u>\$25,354</u>
Total	<u>\$79,389</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant_position #14266 Liquor Investigator I, Labor Grade 18, L416U to a Retail Store Manager I , Labor Grade 14, A130 .

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager I, Labor Grade 14, A130, effective 6/1/15

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this vacant position, which would be transferred in order to meet store staffing needs.
- This position would perform routine supervisory duties in assisting with the operation of a New Hampshire Retail Outlet Store, to ensure exceptional customer service satisfaction, maximize profits, and implement all New Hampshire Liquor Commission rules and policies.
- The proposed supplemental job description meets the requirements of the class specification of Retail Store Manager I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 71,463
Budgetary number/string 02-77-77-770512-78780000-010
3. Anticipated date of hire is: 8/07/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 45,275
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,427
Benefits	<u>\$21,080</u>
Total	\$53,507

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant_position #14278 Program Assistant II, Labor Grade 15, A000 to a Retail Store Manager I , Labor Grade 14, A130 .

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager I, Labor Grade 14, A130, effective 6/1/15

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this position, which would be transferred in order to meet store staffing needs.
- This position would perform routine supervisory duties in assisting with the operation of a New Hampshire Retail Outlet Store, to ensure exceptional customer service satisfaction, maximize profits, and implement all New Hampshire Liquor Commission rules and policies.
- The proposed supplemental job description meets the requirements of the class specification of Retail Store Manager I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$54,616
Budgetary number/string 02-77-77-770512-78780000-010
3. Anticipated date of hire is: 06/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$51,449
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,427
Benefits	<u>\$21,080</u>
Total	\$53,507

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant_position #17092 Liquor Investigator I, Labor Grade 18, L416U to a Retail Store Manager III , Labor Grade 19, A130 .

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager III, Labor Grade 19, A130, effective 6/1/15

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this position, which would be transferred in order to meet store staffing needs.
- This position would supervise and coordinate activities of personnel associated with the daily working operations of a New Hampshire Retail Outlet Store, to ensure exceptional customer service satisfaction, maximize profits, and implement all New Hampshire Liquor Commission rules and policies.
- The proposed supplemental job description meets the requirements of the class specification of Retail Store Manager III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 71,463
Budgetary number/string 02-77-77-770512-78780000-010
3. Anticipated date of hire is: 8/7/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 52,423
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 39,479
Benefits	<u>\$ 22,475</u>
Total	\$ 61,954

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant_position #14233 Stock Control Supervisor, Labor Grade 12, A000 to a Retail Store Clerk II , Labor Grade 12, A130 .

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Clerk II, Labor Grade 12, A130, effective 6/1/15

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this vacant position, which would be transferred in order to meet store staffing needs.
- This position would provide exceptional customer service in a retail store environment by retrieving and compiling register receipts, maintaining product merchandising and inventory, and reporting sales results.
- The proposed supplemental job description meets the requirements of the class specification for Retail Store Clerk II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$52,820
Budgetary number/string 02-77-77-771512-10300000-010
3. Anticipated date of hire is: 6/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$48,718
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,056
Benefits	<u>\$20,611</u>
Total	\$50,667

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 24, 2015

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant_position #14264 Supervisor IV, Labor Grade 25, A130 to a Retail Store Manager II , Labor Grade 17, A130 .

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 6/1/15

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this vacant position, which would be transferred in order to meet store staffing needs.
- This position would supervise and participate in the daily working operations of a New Hampshire Retail Outlet Store, to ensure exceptional customer service satisfaction, maximize profits, and implement all New Hampshire Liquor Commission rules and policies.
- The proposed supplemental job description meets the requirements of the class specification of Retail Store Manager II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 77,586
Budgetary number/string 02-77-77-771512-10300000-010
3. Anticipated date of hire is: 6/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$56,144
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390